



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Fleet Services Supervisor
Class Code Number	5230

General Statement of Duties

Manages, coordinates, and supervises the daily operations of the Fleet Services Division; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage, coordinate, and supervise the daily operations of the Fleet Services Division. The work is performed under the supervision and direction of higher level staff as assigned, but considerable leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over all divisional personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and municipal garage environment.

Examples of Essential Work (Illustrative Only)

- Manages, coordinates, and supervises all Fleet Lease Program activities, including calculating annual depreciation contributions, preparing individual unit, division, and department rental rates, reviewing actual maintenance and operations costs, reviewing vehicle and equipment physical conditions, and participating with other departments to determine vehicle and equipment needs;
- Manages, coordinates, supervises, and provides direction to division staff regarding the daily operations and activities of fleet services, including planning, prioritizing, scheduling, and reviewing the work of personnel in providing fleet services; training staff in appropriate methods and techniques of fleet services operations and activities; ensuring safe work practices; establishing goals; evaluating staff and recommending disciplinary action; and assisting in the selection of staff;
- Ensures a safe, dependable fleet of light and heavy vehicles and equipment for Police, Fire, and other Departments within the City, including coordinating organization, staffing, and operational activities, recommending and implementing procedures and policies, and determining extent of necessary repairs on the City fleet;

- Assists in preparing bid packages and specifications related to the acquisition of vehicles and equipment City-wide, including coordinating with affected City departments, other staff, and outside sources;
- Ensures compliance with all federal, state, and local laws and regulations, including but not limited to proper hazardous waste disposal, safety inspections and repairs, and aerial and crane inspections;
- Participates in the development and administration of the divisional budget, including overseeing the purchase of fleet parts and materials as needed, making recommendations to appropriate funding, monitoring approved expenditures, calculating fleet replacement life cycles, and determining cost effective ways of conducting assigned operations;
- Researches, analyzes, evaluates and identifies opportunities for improvement of service delivery methods and procedures;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of federal, state, and local laws and regulations, including but not limited to, storage and disposal of hazardous waste, safety inspections and repairs, and aerial and crane inspections;
- Thorough knowledge of operational characteristics, material, methods, practices, and equipment used in maintenance and repair of various light and heavy fleet vehicles;
- Thorough knowledge of types and levels of maintenance and repair activities, including complex electronic computer controls, hydraulic systems, and fabrication;
- Thorough knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Thorough knowledge of recent developments, current literature, and sources of information related to fleet and equipment maintenance and repair;
- Thorough knowledge of the principles of supervision, training, and performance evaluation;
- Thorough knowledge of municipal budget preparation and control;
- Thorough knowledge of record-keeping and reporting principles and procedures;
- Thorough knowledge of modern office procedures, methods, and computer equipment;
- Ability to develop and maintain the City's fleet;
- Ability to organize, direct, and implement maintenance and repair schedules, including accurately determining needed mechanical repairs and estimating cost and time of repairs;
- Ability to effectively supervise, train and evaluate the work of others;
- Ability to assist in preparing and administering a divisional budget;
- Ability to determine cost effective ways of conducting assigned operations;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to apply and interpret departmental and divisional policies and procedures;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to prepare and present accurate and reliable comprehensive reports containing findings and recommendations;
- Ability to effectively manage time, prioritize and demonstrate multiple task orientation;
- Ability to exercise sound, independent judgment;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in a related field;
- Four to six years experience as a journeyman mechanic with at least one year of experience in a supervisory role.

Required Special Qualifications

- Valid Class C California State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate hand and power tools, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a garage environment.